



Bill Owens
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 22

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: June 14, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.

www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
6/13/06	Out-of-State Owners List	Review with staff. File in Chapter 3, ARL Volume 2.
6/13/06	Larimer County Position Opening	Review with staff. File in General Correspondence File.
6/13/06	City & County of Denver Position Opening	Review with staff. File in General Correspondence File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: Mary E. Huddleston
Property Tax Administrator

SUBJECT: Out-of-State Owners List

DATE: June 13, 2006

SUBJECT: Review with staff
File in Chapter 3, ARL Volume 2

MEMORANDUM

The deadline for submitting the out-of-state owners list to the Department of Revenue was **June 1**, 39-5-102(3), C.R.S. The Department of Revenue asked that we remind assessors of the electronic submission procedures. The Excel spreadsheet may be e-mailed to Christina Manthey at cmanthey@spike.dor.state.co.us, or a CD or disk may be mailed to her at the address below.

The Department of Revenue's e-mail server security does not allow large files to be automatically received. Please notify Christina via a separate e-mail prior to sending the data so she can inform the IT Department. If you plan to send the data in a zip file, please telephone Christina to discuss procedures. You can reach Christina at (303) 355-0400, Ext. 618.

The requested format is detailed below.

County	Schedule # or Parcel #	Property Subclass Code	Owner 1	Owner 2	Address 1 Mailing Address	Address 2	City	State	Physical Address	City	Actual Value
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Department of Revenue
Attn: Christina Manthey
400 South Colorado Blvd., Suite 400
Denver, CO 80246





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Larimer County
Position Opening

DATE: June 13, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Larimer County Assessor's Office has a position opening for a Land Appraiser Trainee. See attached announcement for more information.





POSITION VACANCY ANNOUNCEMENT

Human Resources
2555 Midpoint Drive, Suite A
Ft. Collins, Co 80525-4425
Phone: (970) 498-5970
For Hearing Impaired Callers:
TDD (970) 498-7969
Jobline (970) 498-5979
Fax: (970) 498-5980
www.larimer.org/jobs

POSITION TITLE: APPRAISER TRAINEE - LAND APPRAISAL
POSITION NUMBER: ASR.722
DEPARTMENT: ASSESSOR
STARTING SALARY: \$16.33 PER HOUR
APPLICATION DEADLINE: 06/21/2006

ALL NEW EMPLOYEES AND REHIRES WILL BE REQUIRED TO PROVIDE DOCUMENTARY PROOF OF THEIR ELIGIBILITY FOR EMPLOYMENT

Gathers, collects, analyzes, and tabulates data for the appraisal of real property focusing on land appraisal. Appraiser Trainee will be required to value land using in-office tools, GIS software, and field inspections. May also insist in valuing residential, commercial buildings and parcels, multi-unit dwellings, mobile homes, manufactured homes, vacant land, agricultural, natural resources, specialty purpose property, personal property, and possessory interest property classes. Prepares required reports/documentation for protest hearings; performs standard field investigations, studies, and appraisals; assists in preparing information for audits; advises/assists taxpayers; and provides supporting documentation for the above-named properties in a team-based environment for taxing purposes.

ESSENTIAL FUNCTIONS:

- Perform field inspections of real property to establish a basis for property valuations.
- Locate, research, prepare, review, analyze, and present real property classes in the County for proper valuation and equitability.
- Validate information and compose/prepare appraisal reports and other documentation that may include analyzing land cost information, agricultural surveys, natural resource declarations, subdivision completion questionnaires, and sales confirmations.
- Create and record information about property attributes, using County-designated software to update and maintain property records and assigned values.
- Receive taxpayer protests with regard to disputes of property values and valuation methodology.
- Locate and identify blueprints, maps, plats, surveys, and other resources to perform property assessments.
- Identify and value properties affected by fire, flood, demolition, economic, physical, or functional obsolescence and pro-rate value as warranted.
- Educate and assist public by answering questions and protests pertaining to property appraisal, value, ownership, and description.
- Prepare re-appraisal reports supporting the Assessor value for abatement/valuation hearings with the County Board of Equalization, defending property values at that level during the protest process.
- Assist Appraisers at the Board of Assessment Appeals level.
- Apply the principles of mass appraisal and the Assessment Calendar.

OTHER DUTIES:

- Perform special studies and projects as assigned and required.
- Perform other duties as appropriate or necessary for performance of the job.

QUALIFICATIONS:

Knowledge of:

- Principles of land economics and property appraisal.
- Property appraisal procedures, methods, techniques, and real property classification.
- Construction materials, building design, terminology, costs, and depreciation.
- Scope and application of laws and regulations pertaining to appraisals.
- Department and County rules, regulations, policies, procedures, and standard operating procedures.

- The commercial and residential real estate market.
- Legal descriptions and mapping.
- The assessment calendar, Colorado Constitution, Division of Property Taxation Directives, Colorado State Statutes, and Uniform Standards of Professional Appraisal Practice (USPAP).
- Correct English usage, spelling, punctuation, and grammar.
- Standard office practices and procedures.
- Operation of standard office and business equipment including fax machines, copiers, financial calculators, and computers.
- Software and business applications including, but not limited to, word processing, spreadsheets, presentation, and database software.

Ability to:

- Provide professional customer service to clients and public.
- Communicate clearly and concisely, both verbally and in writing.
- Assemble and analyze data, preparing concise charts, records, and descriptions.
- Accomplish assigned workload in a timely manner and meet established performance standards and objectives.
- Perform duties independently that are appropriate and consistent with the level of position.
- Organize material and present information clearly and concisely in verbal and written form.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- No experience required.

Training:

- High School diploma or GED. Additional college-level course work related to appraisals is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Ability to pass the National Uniform Appraiser Examination or obtain licensure at the Colorado State Licensed Appraiser Certification level within two years of hire.
- Maintain continuing education hours annually or as required.

PHYSICAL REQUIREMENTS:

- Must be able to work in extreme cold and heat, with temperature changes.
- Must be able to climb up to two flights of stairs to access/appraise residences.
- Must be able to work in adverse weather conditions including snow, wind, and rain.
- Must be able to stand and walk up to one and a half hours at a time taking measurements.
- Must be able to walk on uneven terrain including all types of landscaping products, construction sites, mud, and/or frozen ground.
- Must be able to climb in/out of county vehicles up to 20 times a day, with and without equipment.
- Must be able to operate a 100' measuring tape while walking and carrying a clipboard.
- Must be able to lift and carry a briefcase weighing 15 pounds with standard equipment and a container of paperwork weighing 20 pounds.
- Must be able to bend, stoop, stretch, twist, and/or squat to access residence.



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JoAnn Groff
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TO: County Assessors

FROM: JoAnn Groff
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SUBJECT: City & County of Denver
Position Opening

DATE: June 13, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The City & County of Denver Assessor's Office has a position opening for a Staff Real Property Appraiser. See attached announcement for more information.



**CITY & COUNTY OF DENVER
ASSESSOR'S OFFICE**

Staff Real Property Appraiser
Hiring Range \$31812 - \$44424
100% Scored Supplemental

The Assessment Division of the Denver Department of Revenue is currently recruiting for a Staff Real Property Appraiser. In general duties include entry level professional real estate appraisal work under the direct supervision of a state certified appraiser. You will focus on the appraisal of residential new construction, renovations and additions; sale verification; division or combination of property rights; and taxpayer appeals. You will interact daily with citizens, other City agencies and the appraisal community at large.

Some of the key duties are: appraisal of real property to determine its fair market value; development of appraisal reports to communicate appraisal methodology and value conclusions; assisting in the review and valuation of classes of property for assessment purposes and assisting with the analysis of valuation appeals and reporting valuation conclusions.

MINIMUM QUALIFICATIONS: High School Diploma or GED and be able to obtain Certification as a Registered Appraiser by the Colorado Board of Real Estate Appraisers within two years of your hire date as provided by Colorado statutes. Certification by another state will be accepted in lieu of this requirement, provided the applicant is certified by the State of Colorado by the completion of the probationary period. No experience is required.

The **ideal candidate** will have at least one year of experience in an assessor's office and possess strong analytical skills. Attention to detail, and knowledge of Word and Excel. To receive credit for the preferred skills you must document them on your application or resume or cover letter.

Possession of a valid Drivers License must also be documented at the time of application.

Finalists will be subject to a background investigation including employment and criminal history.

TO APPLY:

We prefer you apply online at denvergov.org/jobs

You may also fax a resume to 720-913-5989/5992 attn: Staff Real Property Appraiser or apply in person between the hours of 8:00am to 5:00pm Monday-Friday at 201 West Colfax, 1st Floor, Denver, CO 80202

Closes 6/25/2006